



OFFICE OF THE DISTRICT ATTORNEY

HUMAN RESOURCES DIVISION

211 West Temple Street, Suite 200 • Los Angeles, CA 90012

T: (213) 257-2700 • F: (213) 633-0904



Deputy District Attorney I, #A9271D

Tips for Filing Your Online Application
2016-2017 Recruitment

*Please review and follow these application procedures and tips to ensure acceptance of your application.
Incomplete applications will be rejected.*

I. APPLICATION PROCESS

- A. **Filing period: November 28, 2016 through December 2, 2016** - ONLINE FILING ONLY. Applications received BEFORE November 28, 2016 will be rejected as untimely. Online applications received after 5:00 p.m., PST, on December 2, 2016 will not be accepted. To apply, go to: <http://da.lacounty.gov/employment>
- B. **U.S. Citizenship Requirement** - It is a requirement of the District Attorney's Office that deputy district attorneys be citizens of the United States of America at the time of appointment.
- C. **File Early During the Filing Period** – We strongly suggest all applicants submit and file the online application prior to the filing closing date (Friday, December 2, 2016 at 5:00 p.m., PST).

II. APPLICATION TIPS

- A. Read the job bulletin carefully before completing your application.
- B. Ensure your mailing address is spelled correctly.
 - If your mailing address changes after you have submitted your application, notify the Exams Unit immediately by email or fax:
 - Email address: Exams@da.lacounty.gov
 - Fax number: (213) 633-0904
- C. Fill out the online application completely and include the required documentation (e.g., bar card or congratulations letter), at the time of filing your online application or within 15 calendar days of online application submission.
- D. **IF YOU HAVE YOUR BAR CARD**, you must provide a clear copy showing that it is current (2016). The year **MUST** be visible. If it is not clear or if the year is not visible, your application will be rejected.
 - **IF YOU RECENTLY PASSED THE BAR AND HAVE NOT RECEIVED YOUR BAR CARD**, you must provide the letter you received from the California State Bar that specifically states you have achieved a passing score on the California Bar Examination -AND- that you have satisfied **ALL** of the requirements for admission to practice law. All correspondence must be on California State Bar letterhead. We will not accept any other form of results notification (e.g., printout from Internet, etc.).



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- **LETTERS THAT REFERENCE ANY OF THE FOLLOWING WILL RESULT IN THE REJECTION OF YOUR APPLICATION:**

- Records indicate you submitted or need to submit an Application for Determination of Moral Character (indicates Application for Determination of Moral Character has not been completed). **FILE FOR THIS EARLY – IT TAKES SEVERAL MONTHS TO COMPLETE AND WITHOUT IT, YOUR APPLICATION WILL BE REJECTED.**
- Records indicate that you have not taken, or have not passed, the Multistate Professional Responsibility Examination (MPRE).
- Records indicate that you have outstanding fees.

E. It is a **job requirement** for deputy district attorneys to be willing and able to work in **ANY area** of Los Angeles County and on **ANY shift** (evenings, nights, and weekends).

- If your application is deemed incomplete or is rejected, you will be notified.

III. EXAMINATION INFORMATION

- A. The DDA I examination consists of an oral interview weighted 100%. The oral interview, which includes an opening statement exercise, will evaluate the candidate's knowledge of criminal law and procedures, prosecutorial ethics, and the ability to perform the duties of the position. Candidates must achieve a passing score of 70% or higher on the interview in order to be placed on the eligible list.
- B. Initial examination interviews will be held in January 2017.
- C. Notification of initial interview dates and times will be sent in December 2016.
- D. Interview dates will not be rescheduled without appropriate justification such as:
 - Note from your doctor.
 - Copy of travel documents indicating travel was scheduled prior to interview notification.
 - Copy of a minute order verifying your court appearance.
- E. Your interview examination score/results will be mailed to you in February 2017. Your score will place you in one of six bands. Candidates who place in the highest bands (bands V and 1) will be invited to a level 2 interview that will take place in March or April 2017. If you place in Bands V or 1, you will be notified of the level 2 interview by email and/or phone call in March or April 2017. The Exams Unit is not involved in the level 2 interview process; therefore, do not contact the Exams Unit to inquire about the selection interview.

IV. SALARY INFORMATION

- A. The starting salary for DDA I is \$6,640.82 per month.
- B. After successful completion of a one-year probationary period as a DDA I, deputies are eligible for promotion to DDA II. The starting salary for DDA II is \$7,080.64 per month.